



CEIAG
(Careers Education, Information, Advice & Guidance)
Policy

Last reviewed	September 2026
Next review due	September 2027
Summary of key changes	Updated key staffing, removal of use of external agencies for career conversation, update to linked policies.
Approved by LGB	14 September 2026

Policy for CEIAG **(Careers` Education, Information, Advice and Guidance)**

1. Purpose

The purpose of this policy is to ensure that all students have access to impartial and supportive careers education, information, advice and guidance which will enable them to make informed career decisions which are consistent with their abilities, needs and progression goals.

2. Objectives

Up Holland High School is committed to providing high quality and impartial information, advice and guidance which supports learners to plan and manage their education and plan for their future career. This policy responds to Up Holland High School duties, statutory guidance, Gatsby recommendations and the Common Inspection Framework (Ofsted). The careers programme is designed to meet the individual needs of students and will be personalised to ensure progression through activities are appropriate to learners' stages of career learning, planning and development.

Careers Education, Information, Advice and Guidance (CEIAG) will promote the following to all learners: self-development, career exploration, work place experience, independent investigation and progression planning.

3. Context

The 2011 Education Act places a duty on schools to provide students in Years 8 -11 access to careers education, information, advice and guidance, Up Holland High School endeavours to exceed statutory requirements and guidance by providing this from Year 7. Up Holland High School follows the guidance in '*Careers guidance and access for education and training providers (June 2026)*

4. Commitment

Up Holland High School is committed to providing a high quality, planned programme of careers education and information, advice and guidance (CEIAG) for all students in Years 7-11

Up Holland High School Careers programme is designed to meet the needs of all students and is differentiated to ensure progression through activities that are appropriate to students' stages of career learning, planning and development. The CEIAG programme plays a key role in reducing the number of school leavers who are Not in Education, Employment or Training (NEET), through early targeted intervention.

Students are entitled to high quality CEIAG that is impartial and confidential. It will be integrated into their experience of the whole curriculum, based on a partnership with students and their parents or carers. The programme will promote non stereotypes, equality of opportunity, inclusion and diversity.

Students with special educational needs or disabilities (SEND) will receive enhanced support through key stage transitions and personalised support from the SENCO,

Careers Advisor and external bodies as appropriate with planning their learning and transition Post 16.

Students in receipt of Pupil Premium funding and those children looked after will be targeted to receive enhanced personalised support which will be prioritised earlier.

5. CEIAG Policy Development

This policy was developed and is reviewed annually in discussion with teaching and pastoral staff; the school's Career Lead/Advisor, the Senior Leader with responsibility for CEIAG and consultation with students, parents, governors, advisory staff and other key stakeholders.

6. Links with other policies

This policy for CEIAG supports and is linked to a range of key school policies especially those for PSHE Education, Equal Opportunities and Diversity, Children Who Are Looked After and Special Educational Needs. This policy has been produced in accordance with the Equality Act 2010 and the Special Educational Needs Disability Act 2001, the SEND Code of Practice 2014 and the Children and Families Act 2014. It has been reviewed in accordance with all other school policies and related Acts.

7. Staff roles and responsibilities within CEIAG

Head teacher: It is the role of the Head teacher to ensure that this policy is implemented and that adequate provision is made within the school budget for the provision of CEIAG.

SLT lead for CEIAG: The school has appointed Mrs S Worthington as the member of the senior leadership team that will lead CEIAG. The SLT lead will advise on and oversee the strategic leadership of CEIAG. They will ensure that correct procedures are followed and that all students, parents or professionals involved have fully understood the school's role and what strategies will be implemented. They will ensure the school has an appropriate policy for CEIAG and a statement of Provider Access, both of which will be available on the school website. They will conduct an audit of careers provision and ensure the school works towards the Gatsby Benchmarks, in accordance with the DFE guidance.

Careers Lead/Advisor: The school's Careers Lead/Advisor is Mrs J Hunter whose responsibility it is to co-ordinate CEIAG and work related learning across the school and to facilitate impartial careers guidance interviews for students. The Careers Lead/Advisor will work with individual students as well as groups of students where relevant, to ensure smooth transition throughout the key stages, to raise aspirations and to signpost further support services around Careers information, advice and guidance where appropriate.

All teachers: Teachers and tutors will deliver aspects of CEIAG as part of National Careers Week, National Apprenticeship Week, Personal Development CEIAG lessons and through Faculty Careers Weeks. There is also an expectation that CEIAG is woven through all curriculum areas. Teacher and tutors are responsible for developing their Careers knowledge to enable the signposting of students so they are able to access Careers information, advice and guidance.

8. Curriculum

Up Holland High School believe that all of our students are entitled to accurate and timely CEIAG which includes information and access to all available progression routes and a broad range of opportunities within and outside of the curriculum for Career learning. The school careers programme includes:

- Careers education lessons - discrete and embedded within subjects and through Personal Development lessons
- Careers guidance activities (group work and individual interviews)
- Information and research activities
- An annual careers fair
- Presentations from local employers
- Mock interviews
- Visits to and by local post 16 providers
- Work related learning & visits by employers
- Individual Career Action Planning
- National Careers and Apprenticeship Weeks, a whole school approach
- Drop in guidance clinics
- Guest speakers including alumni and interactive presentations
- Career Learning Lunches - occupationally specific

Every opportunity is taken to engage students and parents/carers in the design, delivery and evaluation of the guidance services and activities they receive.

9. Resources

Funding is allocated in the annual school budget planning round in the context of whole school priorities and particular needs within CEIAG. The Senior Lead for CEIAG is responsible for identifying the budget and for the effective deployment of resources. Sources of external funding are actively sought.

10. Staff Development

Staff training and CPD needs in relation to CEIAG are delivered by school staff and external staff.

Staff training and CPD needs may be met through termly CEIAG INSET, staff team briefings, newsletters/journal, internal (fortnightly meeting between Careers Lead/Advisor and Senior Lead with responsibility for CEIAG) and external meetings (CEIAG termly network meetings, Careers Fair and planning of National Careers Week March).

11. Monitoring, review and evaluation

A framework for monitoring the delivery of the careers programme is in place. The programme is reviewed annually by the Senior Lead for CEIAG, the Careers Lead/Advisor and Board of Governors.

Evaluation of CEIAG

The CEIAG programme is reviewed and evaluated against the Compass Gatsby benchmarks for Careers Education and progress recorded online on the Gatsby Tracker.

Quality assurance of the activities detailed within this policy through observation of the guidance services, observation of 1:1 and group tutorials and review and monitoring of Careers data.

Conducting regular internal reviews of the quality of CEIAG through; Peer observations, Ofsted judgements, learner surveys, Impact case studies and other feedback mechanisms.